DTS Advisory Board Meeting
May 8, 2006

Attendees: Ed Ekstrom, Steve Hess, Myron March, Tani Downing, Representative Dave Clark, Steve Fletcher

Guests: Jim Matsumura, Spencer Jenkins, Jolet Olsen, Greg Gardner, Dan Frei

Excused: Marvin Dodge

Ed Ekstrom welcomed the group and asked for a motion to approve the minutes from the last meeting. Steve Fletcher motioned to approve the minutes, Steve Hess seconded the motion and the group approved. Ed mentioned that a replacement needs to be found for Martin Frey. He suggested that recommendations be made to the Governor's office. Tani Downing, Steve Hess, Ed Ekstrom and Steve Fletcher will convene a sub-committee to discuss a recommendation.

Strategic Plan
Steve Fletcher mentioned that we want to get the strategic plan finalized and to the Legislature for review. Randy Hughes discussed the initiatives for the strategic plan, mentioning that these are driven by time, budget and resources. This will be a phased and targeted approach. Ed Ekstrom suggested a proposed process, using a zero based budget (once the budget hits zero no more projects are started). He also said that this will need feedback from the constituents, i.e. agencies, legislature and DTS. Criteria could be low hanging fruit, agency needs, core programs and projects (access & security & disaster recovery (back-up plans)), business continuity, large applications (enterprise business, existing operations, optimized services). Tani Downing asked if a priority list had been determined using the Enterprise Business planning session and could these items be used. Steve Fletcher mentioned that we have begun working on Enterprise Business planning initiatives including them in with the other initiatives. Randy Hughes asked how these items would be funded. Tani suggested using a project that's already in place, it may not be cost effective for IT but it is for the business. She also suggested using the data that has already been collected and doing a gap analysis to determine areas of opportunity. Ed suggested looking outside of government for best practices. Steve Fletcher said it's how our "customer's customers are served". Steve suggested that this board be set up to provide more oversight for business. Ed said that would be good and provide value. Steve Hess suggested using a template for the business justification. Ed mentioned that everything has a return on investment but it's not always funding. Tani asked if there could be a rating scale to make it easier to determine the priority of the project/initiative. She also suggested a "library" to help create an audit path for the future. Ed asked if ITIL standards would be used because these are already determined. Steve Fletcher said that we will use what is needed in each area; there will be criteria for each of these. Steve said that we are beginning this methodology.

Business Consulting Process
Jolet Olsen said that a pilot project has been determined and a methodology is being put in place. These methods will be used with contractors, vendors, etc. Compliance will be done by Quality Assurance, which we are still working on. Ed Ekstrom recommended that the acceptance criteria are identified up front and all of the owners of the project should be working on this together. Steve Fletcher said that we will be using metrics to help with this process. Ed also suggested that ownership has a unique ability to thwart

success and ITIL taxonomy and vocabulary needs to be clearly understood, this will require a commitment along with discipline (ITIL requires everything at once). It will be a slow process and this needs to be built into the process, but the benefits will be significant every time the process is used.

DTS Transition Activity Update
Steve Fletcher introduced Ken Petersen the new Chief Operating Officer. He gave a brief overview of his experience and he's excited to be a part of this transition.

The meeting was then adjourned.